



Integrated Social Services Espanola

Temporary Summer Student External Posting

Posted: March 10, 2020

Competition #2020-02-ISS

Under the management of the Director of Integrated Social Services, the Summer Student will assist within the Integrated Social Services Department. The Summer Student will provide support by providing excellent customer service to residents seeking the services provided by the DSB. These duties will include collecting information to determine eligibility for Community Housing, Children's Services, Social Assistance, as well as data analysis, data entry, electronic filing and file clean up.

Qualifications: Minimum one year of Human Services post-secondary education. Confirmation of return to school. Must have good computer skills and excellent analytical skills.

Location: Espanola

Wage Rate: \$16.50/hour (35 hours per week)

Commencement Date: May 2020

Interested individuals are invited to submit a covering letter and a résumé outlining their education, skills, qualifications and experience and how they relate to this position no later than **March 23, 2020 at 4:30 p.m.**

Please forward your application quoting competition # 2020-02-ISS to the attention of:

Human Resources Department.
Manitoulin-Sudbury District Services Board
210 Mead Blvd
Espanola, Ontario
P5E 1R9
Fax (705) 862-7866
Email: jobs@msdsb.net

Information gathered relative to this position is done in accordance with the Municipal Freedom of information and Protection of Privacy Act and will only be used for candidate selection. While all responses are appreciated; only applicants selected for an interview will be contacted.